

Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
**JOB OPPORTUNITY**  
**Head Nurse – SW28085**  
**Outpatient Nursing – Clinical Services**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To: State Employees**

**Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT**

**Program/Unit: Outpatient Nursing – Clinical Services**

**Salary: \$ 57,367 - \$77,679**

**Shift/Schedule/Hours: 1<sup>st</sup> shift, 8:30 a.m. – 4:00 p.m., Monday through Friday, 35 hours per week.**

**Posting Date: October 16, 2013**

**Closing Date: October 22, 2013**

**Duties may include but not limited to:** Leads the planning of and ensures the effective delivery of nursing care in the Outpatient Services/clinical services and medication clinic unit; utilizes various nursing methods and interventions for individualizing the nursing plan of care based on the patients' needs and preferences; plans workflow and determines priorities; schedules, assigns, oversees and reviews work; makes recommendations for personnel actions such as selection, discipline and performance; conducts or assist in performance evaluations; leads professional and paraprofessional nursing staff in provision of client care; maintains and promotes standards of nursing; Ensures along with the interdisciplinary team that clients comply with medication and treatment regimen. Comply with Joint Commission, CMS, and the standards of the facility; identifies staff development needs; provides orientation for new staff as well as ongoing training and assistance; instructs staff regarding policies and procedures as deemed appropriate; participates in interdisciplinary meetings to promote and ensure adjustment and continuity of client care programs; responds to emergencies; may make recommendations on policies and standards; performs other related duties as required and complies with the policies and procedures of DMHAS and the facility

**General Experience and Training:** Two (2) years of experience as a Registered Professional Nurse.

**Special Experience and Training** One (1) year of the General Experience must have been working with the type of patients and/or clients serviced by the agency.

**Substitution Allowed:** A Bachelor's degree in Nursing may be substituted for one (1) year of the General Experience.

**Special Requirement:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut. Must possess, retain, and carry valid Connecticut Drivers License. Travel in the community is required.

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12). **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Gabriela S. Flores, Human Resource Associate**  
**Southwest Connecticut Mental Health System**  
**Human Resources, 97 Middle Street , Bridgeport CT 06604**  
**Fax: (203) 579-6315**  
**Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.